

## **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

### *Board of Commissioners Meeting Memorandum*

**Date:** May 16, 2008

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: NATIONAL COLLEGE  
NEW DEGREE APPLICATION**

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#### **Staff Recommendation**

The commission staff recommends that **National College – Indianapolis** be granted the authority to award the Associate of Applied Science degree in the following program *with the stipulation that as new faculty members are hired, the Instructor Qualification Record form will be submitted to the commission staff for review.*

#### **AAS – Web Design**

#### **Background Information**

National College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training; minimum of 75% of the courses are in the Specialty; and the Instructor Qualification Record forms will be submitted prior to the start date of the first class enrolled.

#### **Supportive Documentation**

1. Degree Application
2. Instructor Qualification Record forms

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution National College

Name of Program Web Design

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Anna M Counts

Telephone Number 540-444-4108 Application Type

Date the Form was Prepared May 9, 2008 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The objective of the Web Design program is to develop the knowledge and skills to implement and manage Internet and intranet websites. Students will develop, maintain, and update website content and deploy security features to protect against unauthorized use.

Through classroom theory and practical applications in a laboratory environment, students will be given hands-on training in web-based programming, networking concepts, visual design principles and tools. This program can help graduates begin careers in a variety of entry-level positions in various fields involving IT and web development.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Web Design

TOTAL COURSE HOURS: 96 credits/1221 contact hours Check one: Quarter Hours ☒ Semester Hours ☐ Clock Hours ☐

LENGTH OF PROGRAM: 88 weeks TUITION: \$20,352

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ISE101	Implementing & Troubleshooting OS Technology	55
ISE150	Introduction to Graphic Design	55
ISE154	Introduction to Graphic Design	55
ISE250	Commercial Web Design Tools	55
ISE254	Commercial Graphic Design Tools	55
COM151	The Microsoft Office	55
COM158	Introduction to Visual Basic	55
COM200	Introduction to HTML	55
BUS125	Principles of Management	44
KEY100	Keyboarding I	55
MAT110	Business Mathematics I	44
ENG225	Written Communications	44
	Select 6	
ISE103	Network+ Fundamentals	55
COM205	Microsoft Access	55
ISE162	E-Commerce Principles	55
ISE205	Server Administration	55
ISE230	Linux Administration	55
ISE252	JavaScript for the Web	55

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ISE253	Internet Printing	55
ISE261	ASP and Server-Side Programming	55
ISE262	XML and Java Programming	55

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Required	
ENG102	English Composition	44
	Select 5	
BUS121	Principles of Economics	44
CRT150	Introduction to Critical Thinking	44
ENG126	Oral Communications	44
ENG220	Literature	44
ETH205	Ethics	44
GEO120	Geography	44
GOV340	American Government	44
HIS290	History	44
	Continued on page 2	

Number of Credit/Clock Hrs. in Specialty: 72 / 957 Percentage: 75%/78%  
Number of Credit/Clock Hrs. in General Courses: NA /  Percentage: NA

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 24 / 264 Percentage: 25%/22%

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Continued from page 1	
LOG357	Logic & Critical Thinking	44
MAT114	Algebra	44
POL202	Political Science	44
PSY127	Psychology	44
PSY150	Human Relations	44
REL330	World Religion	44

Number of Credit/Clock Hrs. in Specialty: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_  
Number of Credit/Clock Hrs. in General Courses: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

The library is located on the second floor of the campus. Its hours of operation are:

Monday - Thursday: 8:00am-10:00pm

Friday: 8:00am-5:00pm

The College employs a full-time librarian. Trained library assistants help students when the librarian is not available.

**2. Number of volumes of professional material:**

The College library has 776 total volumes. The College has a Virtual Library with 15 databases that our students can log onto 24/7 from any internet connect computer.

Below are the 15 databases that the faculty, staff and students have available with the virtual library:

- Academic Search Elite: Cumulative full-text coverage for more than 2,050 journals dating as far back as January 1985. 1500 of the available journals are peer-reviewed titles. 100 journals have PDF images back to 1985. Database is updated daily.
- Business Source Premier: Cumulative full-text coverage for nearly 8,350 business periodicals, including full-text for more than 1,100 scholarly business publications. This is the world's largest full-text business database. BSP provides full-text (PDF) for more than 350 of the top scholarly journals dating as far back as 1922. Database is updated daily.
- Regional Business News: Comprehensive full-text coverage of seventy-five (75) business journals, newspapers, and newswires from all metropolitan and rural areas within the United States. Database is updated daily.
- Computer Source: CS provides the latest information and current trends in high technology as found in the full-text for more than 300 publications. Indexing and abstracts for another 450 publications are also to be found.
- CINAHL: The authoritative resource for nursing and allied health professionals, students, educators and researchers. Provides indexing for 1,835 from the fields of

nursing and allied health. Database contains more than 1,000,000 records dating back to 1982. Searchable cited references for more than 930 journals are also included. Full-text material includes nearly seventy (70) journals plus legal cases, clinical innovations, critical paths, drug records, research instruments and clinical trials. Includes internal subject thesaurus (i.e., CINAHL headings).

- Pre-CINAHL: Companion database to CINAHL. Intended to provide current awareness of new journal articles. Includes rotating file of limited bibliographic information (e.g., no subject searching). Information is available to searchers only until these articles are assigned additional indexing and added to CINAHL database.
- MEDLINE with MeSH: Allows users to search abstracts from over 4,800 current biomedical journals. MEDLINE provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences and much more. Database was created by the National Library of Medicine and utilizes MeSH (i.e., Medical Subject Headings, as assigned by NLM). Also has index search capability.
- Health Source: Nursing/Academic Edition: Provides full-text access to more than 550 scholarly journals focusing on medical disciplines. Also features abstracts and indexing for nearly 850 journals. Provides an electronic medical dictionary. Database is updated daily.
- Clinical Pharmacology: CP provides access to up-to-date, concise, and clinically-relevant drug monographs for all U.S. prescription drugs, as well as, hard-to-find herbal and nutritional supplements, over-the-counter products and new and investigational drugs. Provides an electronic drug index resource.
- Columbia Encyclopedia: Contains more than 51,000 entries, addressing current hot topics. Provides updated geographical, political, and statistical information. Provides more than 84,000 cross-reference links. Provides integrated subject category sorting. The Columbia Electronic Encyclopedia is unmatched in scope, completeness, currency, and for its reputation for accuracy and authority.
- Funk & Wagnalls New World Encyclopedia: Database provides over 25,000 encyclopedic entries covering a variety of subject areas. Full-text for each record is easily accessed from the topic displays. The database contains various images and offers brief biographies. Database is updated annually.
- MAS Ultra - School Edition: Database provides full-text for more than 700 popular general interest and current events publications. Information for key magazines

dates back to 1975. Also provides more than 500 full-text pamphlets, 542 full-text reference books, 84,074 biographies, 86,135 primary source documents, and an Image Collection of 107,135 photographs, maps, and flags. Database is updated daily.

- Military & Government Collection: Provides cover-to-cover full-text for nearly 400 journals and periodicals. Provides indexing and abstracts for more than 500 titles. Offers current news pertaining to all branches of the military and government. Database offers a thorough collection of periodicals, academic journals, and other pertinent content.
- EBSCO Animals: EBSCO's Encyclopedia of Animals offers in-depth information on a variety of topics relating to animals. Database consists of indexing, abstracts, and full-text records describing the nature and habitat of familiar animals. Within some of the full text, image links are available for the Windows client.
- Primary Search: Provides full-text for more that 60 popular magazines for elementary school research. All full-text articles included in database are assigned reading level indicator (Lexiles), and full-text information dates back to 1990. Database is updated daily.

### **3. Number of professional periodicals subscribed to:**

The students do have the availability to the Virtual Library for full text periodicals and 14 other paper periodicals.

### **4. Other library facilities in close geographical proximity for student access:**

The local libraries include, Indianapolis Public Library, Indiana University-Perdue University Indianapolis Library, Carmel Public Library, and Hamilton County Public Library.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc



**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Total # of Faculty in the Program:** \_\_\_\_\_ **Full-time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

### Faculty Information

The faculty for this program have not been hired. The start date of this program is planned for September 2, 2008. The College will send the Instructor Qualification Record for each faculty member upon hiring to the Commission.

The qualifications of the faculty upon hiring will be as follows:

- Master's degree with 3 – 5 years experience in the subject matter
- Bachelor's degree in the subject matter
- Bachelor's degree with 3-5 years experience in the subject matter